

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140143-4
REPORTS INVENTORY

CONTROL NO.

DDO/OTR/ISS-9

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Statistics of external training sponsored by OTR and Agency components.

2. TYPE OF REPORT	<input checked="" type="checkbox"/>	STATISTICAL
	<input type="checkbox"/>	NARRATIVE
	<input type="checkbox"/>	MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL	<input checked="" type="checkbox"/>	TRAINING
LOGISTICS	<input type="checkbox"/>	SECURITY
MEDICAL	<input type="checkbox"/>	FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED
3

5. FREQUENCY (weekly, monthly, quarterly, etc.)
Monthly

6. DISTRIBUTION (No. of components not number of copies)
One

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

NA

Summary of Trng. types

10. PREPARING COMPONENT (include lowest level contributing information to report)

AIR/ISS/TR

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
None (Form 136 is source)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-5	\$3.60		34		\$122.40		12		\$1,468.80
			34				12		

B. COSTS OF COMPUTER PRODUCED REPORTS

--	--	--	--	--	--

TOTAL COSTS PER YEAR

\$1,468.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is furnished to provide management with the much needed data on training trends.-both in volume and type. By maintaining this report, we avoid the need of starting anew whenever there is a requirement for identifying the status of various training activities.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

CHANGE

DISCONTINUE

☒ OTHER (explain)

AUTOMATE - combine as part of overall input for external training.

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

408

\$1,468.80

16. DATE OF INVENTORY

9/30/70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140143-4

Training Assistant

18. EXTENSION